

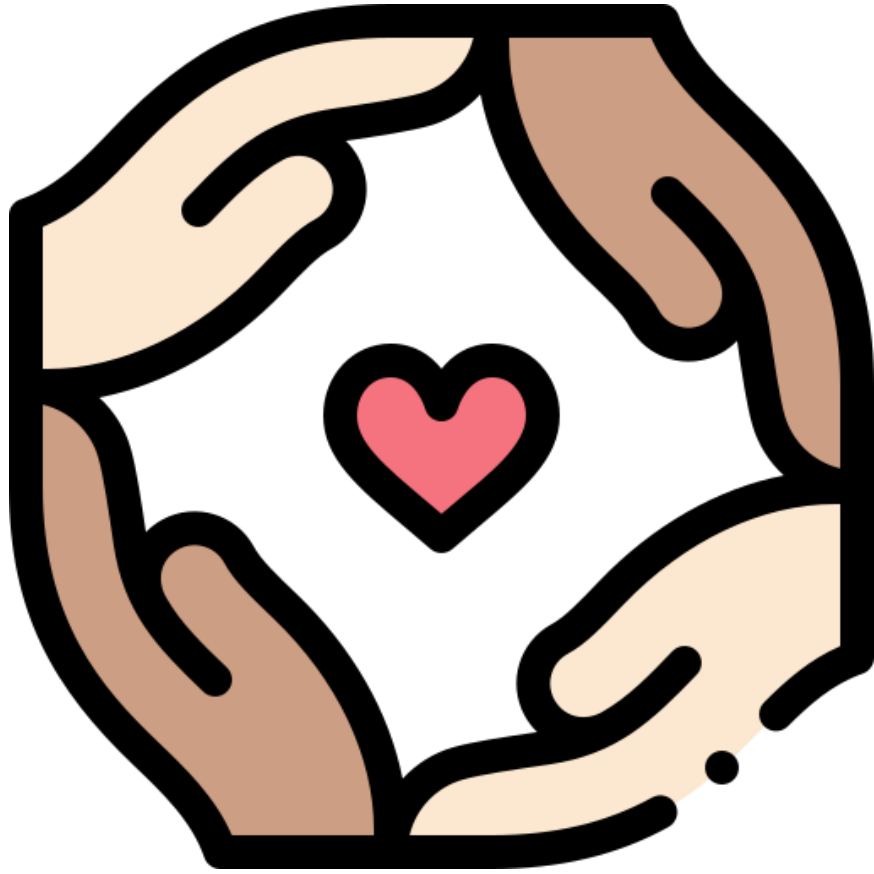


A CHANCE
to Change

**ACTR WELLNESS
PROGRAM WORKBOOK**

Table of Contents

Table of Contents	1
Spiritual Wellness	2
Emotional Wellness	11
Occupational Wellness	21
Financial Wellness	29
Intellectual Wellness	37
Physical Wellness	49
Social Wellness	56
Environmental Wellness	69
Revisiting Emotional and Spiritual Wellness	78
Progress Tracker	85
References	88



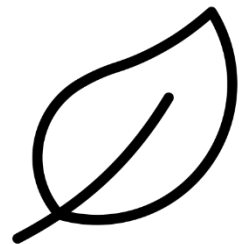
Spiritual Wellness

Spiritual wellness is a powerful area in an individual's life. The word "spiritual" refers to that core dimension of you—your innermost self—that provides you with a profound sense of who you are. This includes where you came from, where you're going, and how you may reach your goals. Spiritual wellness represents a person's core values and beliefs about themselves and the world.

This dimension of wellness is also about the connection to something larger than yourself and the steps needed to nurture that connection. The goal for spiritual wellness may be the sense that life is meaningful and that you have found your place in it. The search for meaning and purpose in human existence leads one to pursue a state of harmony with themselves and with others, while also working to balance inner needs with the rest of the world.

Many of the behaviors associated with spiritual wellness are key components of a healthy spiritual life.

Examples include **volunteerism, social responsibility, optimism, connectedness with others, a feeling of belonging,** and **love of self.**



Spiritual Wellness Self-Assessment

Use the following questions to consider how you're currently participating in this dimension of wellness. Consider the items on the following dimension wheel as you create personal goals.



Ask
Yourself...

Sense of Belonging:

Do I feel like I fit in? Can I connect with others? Am I a part of something? Do I feel valued by others?

Regular Meditation, Prayer, Affirmation, etc:

Do I take a moment of silence every day to connect with my higher self and/or higher power? Am I able to break away from my hectic daily routine to reflect?

Mindfulness:

Am I able to focus on the present task at hand? Am I aware of my breathing? Do I remember where I put my keys and parked my car?

Compassionate Toward Others:

Am I able to put myself in another's shoes? Do I take the time to teach others? Do I express gratitude?

Faith in Something Greater than Ourselves:

Do I allow enough room for what is sacred in my life? Am I able to release control of my life to a higher power?

Giving of Time and/or Money:

Do I volunteer? Do I donate a set percentage of my income?

Intuition:

Am I in touch with my intuition? Are my gut feelings reliable and do I listen to them?

Sense of Meaning and Purpose in Life:

Is the meaning of my life clear to me? Do I know what my life is for? Do my daily activities make sense to me?



Goal:

Action Step:

Time Frame:

Resources Required:

Safe Space Meditation

Today we're going to be establishing a safe space that we can visit anytime we need it, especially whenever we're feeling unsafe or uncentered. This can be a place we visit when we're about to fall asleep or when we feel out of control. Know that you can visit this meditation anytime you need reminding or clarifying what a safe space looks like to you. This place may change over time so be sure to be flexible and trust your instincts. Don't try to force any visualizations, instead just allow yourself to be a witness to what arises. There is no need to force a meditation, but simply to receive the meditation.

So, in your chosen seated position, try to relax by softening your entire body into the ground below you. Begin to imagine roots, growing and extending out from your body and into the earth. Imagine your body moving through soil, rock, and sand until it attaches to the core of the earth—rooting you and grounding you into this space.

Allow yourself to feel fully supported and give yourself complete permission to relax. Do this by softening your skin and feel yourself melt into your entire body. Now I'd like you to bring your attention to your breath by noticing where your breath is traveling. **Are you breathing into your chest, your throat, or your stomach?** Perhaps you will find yourself breathing into some body parts that feel tension, and if so, keep directing your breath into those areas until they soften up with you. Eventually I'd like you to slowly begin breathing in through your nose and out through your mouth.

(Breathe)

Let your inhalation dive to the base of the spine and have your exhalation pull any tension up from below. In through the nose and out from the mouth.

(Breathe)

Feel the connection between the base of the spine and the top of the throat running a straight line of fresh, renewing energy through your body. Let this fresh breath travel down the tunnel you created and let it revitalize you.

As you breathe out, release any inhibitions you may have been holding on to. Clear out all the breaths you've had to hold throughout your day, relaxing deeper into your body. As you breathe in, let the breath open up your joints and muscles, creating a feeling of *lightness, freedom, and stillness*. As you breathe out, remove any past, present, or future moments from your mind, and instead stay aligned with right now. Try to leave behind any expectations for what's to come or what's happened before this meditation. Let each breath in be an awakening to yourself, and let each breath out remove any personas or versions of yourself that you put up through the day. Instead, be truly who **you** are.

Let this image of your true self blind you to the outside world, allowing you to focus on the journey you're on right now to your inner world. If you find yourself distracted by any external sounds, simply acknowledge that they are out of your control. Allow an inner smile to show acceptance and surrender into this safe space. Allow life to continue around you, while you constantly let go. If you find that any chatter in your mind arises, welcome it. The more that we can become familiar with our chatter, the more we can create a steady relationship with ourselves. By angrily asking it to leave, the chatter will instead just be louder. **Be welcoming and accepting of it**, let it pass through us, sit beside us, and respect us. Know that with each inward breath we are breathing in acceptance. With our outward breath, we are breathing out any hesitation.

(Breathe)

As you begin to return to your normal breath, I'd like you to begin to imagine a beautiful, gold, glistening, warm, and light landing. Enter this from the top of your head, and this light will eventually run through your entire body, relaxing and softening your physical and mental self. Feel the light begin to shine down your face while it relaxes your brows, releases any tightness in your eyes, eyelids, or your jaw. Let the light trickle down your throat and neck, helping you to further relax. Allow it to roll down your shoulders, extending down your arms, reaching to the very tips of your fingers. And then feel this light flow down your chest, into your heart space, into your lungs. Let it fall down your spine, then your abdomen. Your body is feeling *heavier* and *heavier* as you feel the sensation of being *lighter* and *lighter*. Feel the light relax your thighs, internal bonds, skin, and your tendons. Then, feel it flood your joints in your knees, calves, shins, and flow into your ankles down into your feet. Feel that your entire body is totally immersed in this warm golden light, and that you are fully released and relaxed by it. Feel how you are fully surrendered to this lightness and take a deep breath to release final attention you may have to anything else.

(Breathe)

As you continue to relax, I invite you to picture yourself resting atop the calm and soothing surface of the ocean. The current is soft, and you can see the moon projecting its light on the water. Feel the weightlessness of the ocean in your mind and body. Now come back to focus on your breath, and in your mind's eye, a door appears. This gateway leads you to your sanctuary. Think of it as your safe space and inner home. **What does your door look like? How does the door make you feel?** When you can completely picture what your door looks like, I would like you to approach it and begin to unlock it. Unlock it with the key that only belongs to you. As you open the door you see nothing but light—a light that is familiar, eclipsing your vision. As the light fades, you see your sanctuary begin to come into existence. This place can be somewhere you've been before, or somewhere you have never been before. It could be by an ocean, on top of a mountain, in a familiar room, or anywhere you feel safe. This place could be in the depths of a forest, or at the bottom of a deep lagoon. It could be high in the sky, or you may travel to a different dimension or a different planet. You may even find yourself in a world that

only exists in your imagination. This space can be anywhere that makes sense and feels right for you—even if it is simply a color, a word, or feeling. **There are no limits to where you feel safe.**

Right now, you can test out different environments until you find that one that is perfect for you. When you have settled on the ideal space, I'd like you to sit, lie, or stand and simply breathe. Breathe in your surroundings. Start to add detail to your safe space and add life. What do you see around you? What colors fill your vision? What is to the left, to the right, behind, and in front of you? What textures fill your space? Are there elements like water, fire, earth, or air? Rocks, grass, trees, or buildings? Perhaps there are special items or treasures there that are meaningful to you. Is there someone or something there with you? Are you by yourself? What do you hear? What can you smell? What temperature is it? What do you feel against your skin? Notice what time of day it is and what the sky above looks like as well as what colors you see. What light is projected on the world around you? Sunrise, sunset, afternoon, or middle of the night?

I would like you now to find a mantra, even if it's simply "I am home," "I am safe," or "I am my sanctuary." Any sort of affirmation or mantra that resonates with you. Once you have found it, I'd like you to say it in your mind while in your space. This space you have created is available to you anytime you need it. All you have to do is close your eyes, repeat the mantra in your mind, take a deep breath, then open the door. This place is free, and it is where you are protected. This is your place of protection.

Now, in whatever way you feel comfortable, I would like you to show gratitude to this space, with the knowledge that you are welcome to return.

In a moment, I'm going to ask you to take a deep breath in, and when you breathe out, I want you to envision your safe space turning to stardust, pouring down like sand in an hourglass from your mind's eye into your heart center.

Deep breath in, and as you breathe out, feel yourself light up as particles of stardust fill up your heart. This space is always within you. Now we're going to take three more breaths together.

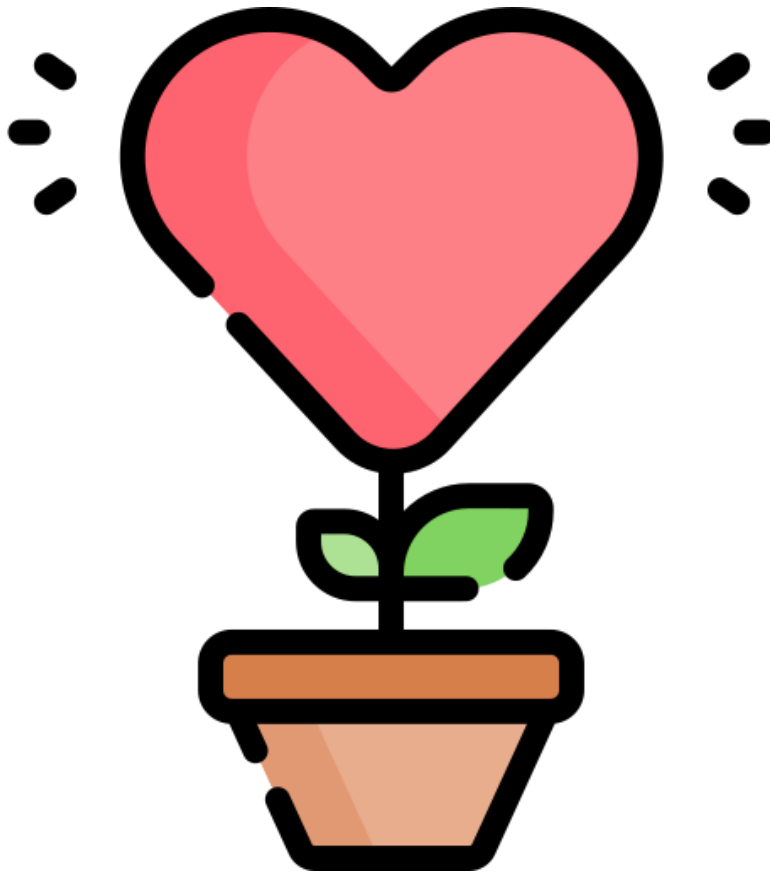
(Breathe)

Breathe in, and with the outward breath, keep your eyes closed but begin to bring awareness to your fingers and toes.

Breathe in and begin to rotate your ankles and toes. One more breath out and begin to slowly blink your eyes until you're ready to open them.



Notes



Emotional Wellness

Emotional wellness is a constantly changing state that interacts frequently with your other dimensions of wellness. Being emotionally well is often defined as owning the ability to feel and express the full range of our emotions. Emotional wellness also includes the ability to manage your feelings and related behaviors, cope effectively with stress, and adapt to change.

Emotional wellness encompasses optimism, self-esteem, self-acceptance, and the ability to share feelings. This in turn cultivates our ability to love and be loved and achieve a sense of fulfillment in life.

Emotional wellness allows you to accept how you are feeling. Once you accept your feelings, you can begin to understand why you are feeling that way and decide how you would like to respond to those feelings. Being emotionally well grants you the power to express feelings without constraints, distractions, or ignoring our emotions.

Emotional wellness offers coping skills allowing us to process or work through any discomfort from our feelings without worry that it will overwhelm us. In turn, you will be able to enjoy emotional expression and become capable of forming supportive and interdependent relationships with others.



Emotional Wellness Self-Assessment

Use the following questions to consider how you're currently participating in this dimension of wellness. Consider the items on the following dimension wheel as you create personal goals.



Ask
Yourself...

Properly Expressing Emotions:

Am I able to authentically express my feelings? Do I seek resolution when I am frustrated with others instead of holding grudges?

Self-Love/Self Esteem:

Do I love myself? Am I good enough? Smart enough? Do people love me?

Ability to Relax:

Am I able to take my mind off work when needed?

Joy and Happiness:

Am I happy? Do I feel joy in day-to-day activities?

Resilience:

Can I handle changes in my life? Am I stable enough to deal with unexpected turns of events? Am I able to pick myself up when I fall?

Balancing All Aspects of Life:

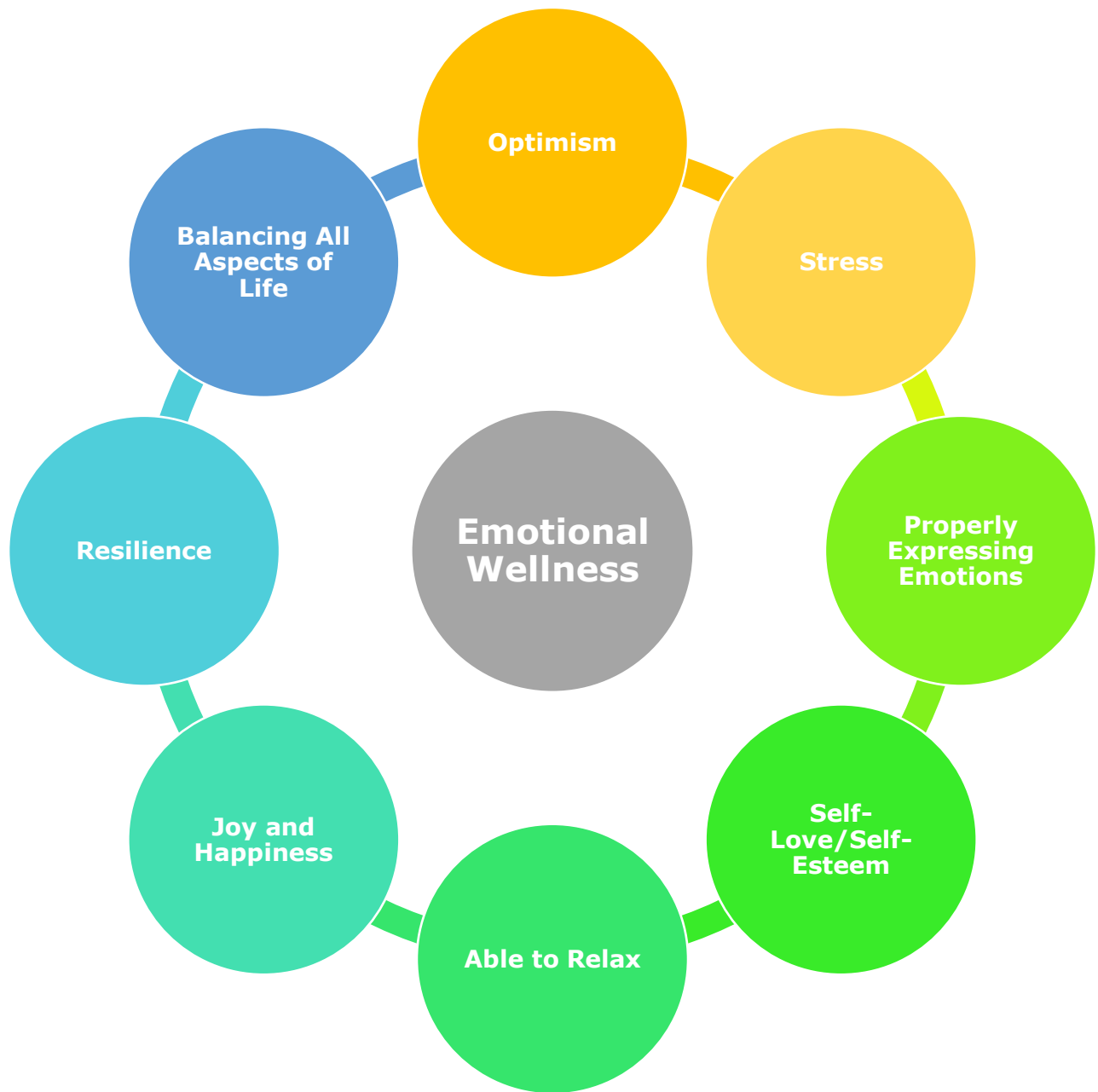
Do I have a good balance between work, play, family, and fun?
Do I find time for myself?

Optimism:

Is my glass half full? Can I find the silver lining?

Stress:

Am I able to calm myself down when my stress levels are high?
Can I say no to things when I am feeling overwhelmed?



Goal:

Action Step:

Time Frame:

Resources Required:

Emotional Awareness

Agitated	Disgusted	Irritated
Alert	Embarrassed	Joyful
Alienated	Encouraged	Lonely
Amazed	Enraged	Loving
Angry	Enthusiastic	Miserable
Annoyed	Excited	Motivated
Apathetic	Fearful	Neglect
Appalled	Focused	Nervous
Appreciated	Fortunate	Offended
Apprehensive	Frustrated	Passive
Astonished	Furious	Perplexed
Betrayed	Grateful	Powerful
Bored	Heartbroken	Rejected
Caring	Honored	Resentful
Committed	Hopeful	Sad
Compassionate	Hopeless	Safe
Concerned	Horrorified	Scared
Confident	Humiliated	Shocked
Confused	Inadequate	Tense
Content	Independent	Threatened
Creative	Inferior	Trustful
Curious	Infuriated	Vulnerable
Dedicated	Insecure	Weak
Defensive	Inspired	Withdrawn
Disappointed	Intrigued	Worried

Take a moment to tune into your emotions. In this very instant, how do you feel?

Now let's delve deeper: Are you aware of why you feel the way you do?

For example: "I feel excited because I am learning how to identify my emotions."

I feel:

Because:

I feel:

Because:

Feelings Check-In Chart

Feeling	Emotion	Gift	Where it is Felt
Anger	Resentment Irritation Frustrated	Assertiveness Strength Energy	ALL OVER BODY: Power Energy
Fear	Apprehension Overwhelmed Threatened	Preservation Wisdom Protection	STOMACH & UPPER CHEST: Suffocation
Pain	Hurt Pity Sad Lonely	Healing Growth Awareness Energy	LOWER CHEST & HEART: Pain
Joy	Happy Elated Hopeful	Abundance Happiness Gratitude	ALL OVER BODY: Lightness
Passion	Enthusiasm Desire Zest	Appetite Energy Excitement	ALL OVER BODY: Energy Recharge/ Spontaneity
Shame	Embarrassed Humble	Humility Containment Humanity	FACE, NECK, AND/OR UPPER CHEST: Warm, Heat, Red
Guilt	Regretful Contrite Remorseful	Values Amends Containment	GUT: Gnawing Sensation
Love	Affection Tenderness Compassion	Connection Life Spirituality	HEART: Swelling Warmth

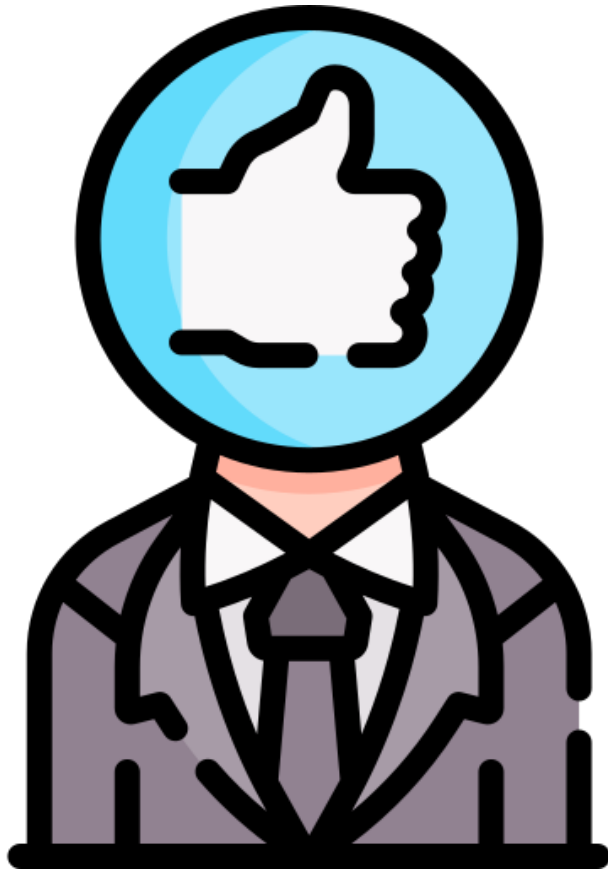
Shame-Bind Affirmations

- I have the right to affirm myself.
- I have a right to be here on the planet.
- I have a right to set boundaries.
- I have the right to affirm my body.
- I have a right to my own thoughts.
- I have the right to keep my thoughts and feelings to myself.
- I have a right to feel my: anger, fear, pain, joy, love, passion.
- I have a right to experience and take care of my needs.
- I have a right to experience and take care of my wants.
- I have a right to be spontaneous.

Self-Worth Affirmations

- I am inherently worthy.
- I am a fallible human being that makes mistakes, and that doesn't make me less than.
- I am self-determined, and I give others the same right.
- I am a unique and precious human being.
- I am doing the best I can, growing in wisdom and love.
- I am in charge of my own life.
- I make my own decisions, and I am responsible for the consequences.
- I am emotionally well because I love myself.
- I am kind and gentle toward myself.
- Every experience I have in life, even unpleasant ones, contributes to my learning and growth.
- I create my reality.
- I am unconditionally loved by a power greater than myself.
- I am enough, and I matter.





Occupational Wellness

Occupational wellness inspires us to prepare for work in which we will gain personal satisfaction and find enrichment in our life. Occupational wellness allows you to explore various career options and encourages you to pursue the opportunities you enjoy the most. This dimension of wellness recognizes the importance of satisfaction and meaning through work.

Developing occupational wellness satisfaction allows you to communicate your values through involvement in a workplace environment. It is also important to identify workplace stress in order to practice conflict management. Conflict management is key in achieving an optimal level of occupational wellness.

Maintaining occupational wellness allows you to develop unique skills and talents that are both personally and professionally rewarding. Working takes a majority of your time during the week, so the way you feel about your work contributes to your overall well-being.



Occupational Wellness Self-Assessment

Use the following questions to consider how you're currently participating in this dimension of wellness. Consider the items on the following dimension wheel as you create personal goals.



Satisfied with Career:

Do I enjoy going to work most days? Am I satisfied with my career path?

Engaged with Daily Activities:

Do I feel engaged by my work and career? Do I feel enriched by the work I do?

Balanced Work and Life:

Do I have a good balance between work, play, family, and fun?

Manageable Workload:

Do I have a manageable workload at work? Do I have the tools to complete my work?

Motivational Level:

Do I wake up in the morning excited for the tasks ahead? Do I love learning what I need to do my work?

Inspired and Challenged:

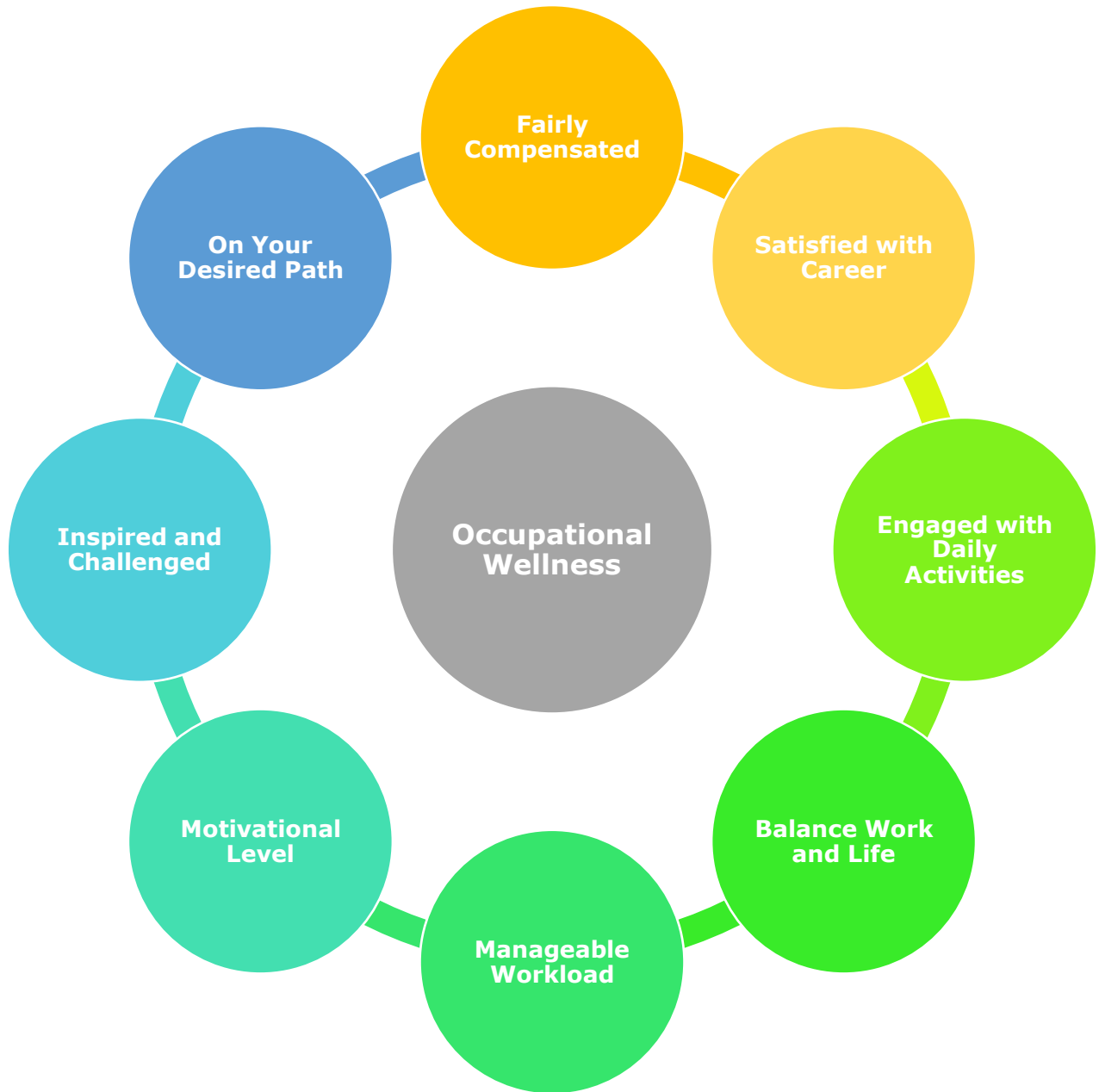
Do I feel appreciated for my work?

Ability to Communicate with Teammates and Those in Charge:

Do I feel that I can talk to my boss and co-workers when problems arise?

Fairly Compensated:

Am I making the money that I need? Am I making a salary that is fair and equitable to the work that I do?



Goal:

Action Step:

Time Frame:

Resources Required:

As you pursue occupational wellness, use the following templates to create or update your resume:

First & Last Name

Contact:

- Address
- City, ST ZIP code
- Phone, Email

Education:

- School Name,
- City, State

[You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.]

Key Skills:

- Marketing
- Project Management
- Budget Planning
- Social Media Planning

Objective

[Replace this sentence with your job objective. To replace any tip text with your own, just select a line of text and start typing. For best results when selecting text to copy or replace, don't include space to the right of the characters in your selection.]

Experience

[Dates From] — [To]

[Job Title] • [Job Position] • [Company Name]

[Dates From] — [To]

[Job Title] • [Job Position] • [Company Name]

[Dates From] — [To]

[Job Title] • [Job Position] • [Company Name]

[This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]

Communication

[You delivered that big presentation to rave reviews. Don't be shy about it now. This is the place to show how well you work and play with others.]

Leadership

[Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You're a natural leader—tell it like it is!]

References

[Available upon request.]

[Your Name]

[Street Address] • [City, ST ZIP Code] • [phone] • [email]

Objective:

[To replace tip text with your own, just select a line of text and start typing. For best results when selecting text to copy or replace, don't include space to the right of the characters in your selection.]

Education:

[School Name, City, State]

[Degree] [Date of Graduation]

[Major]

[You might want to include your GPA here and a brief summary of relevant coursework, awards and honors]

Experience:

[Dates From] - [To]

[Job Title] [Company Name] I [Location]

[This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]

[Dates From] - [To]

[Job Title] I [Company Name] I [Location]

[This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]

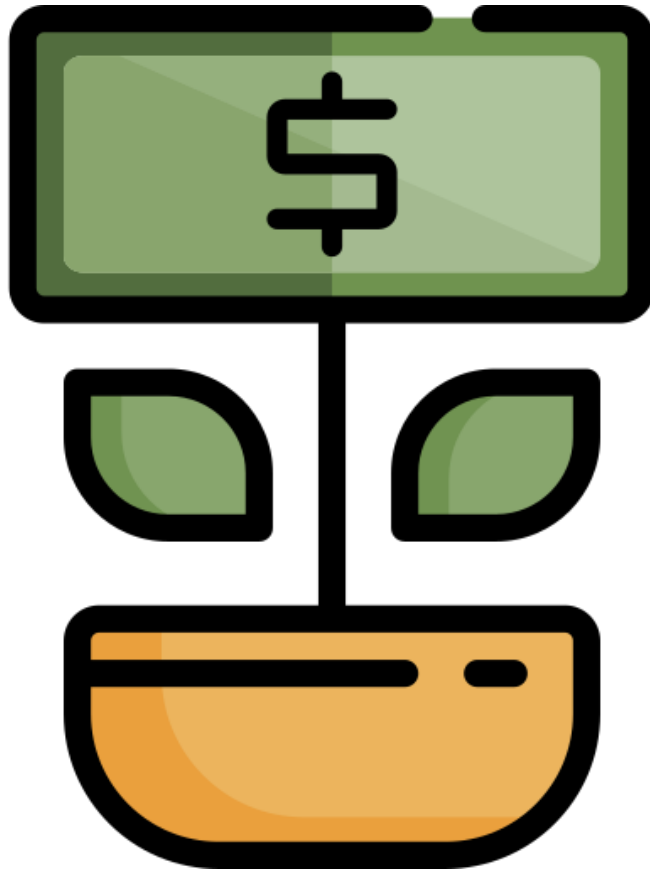
Awards & Acknowledgements:

[Don't be shy list the acknowledgments you received for a job well done.]

o



Notes



Financial Wellness

Financial wellness involves the process of learning how to successfully manage financial expenses. This dimension also has much to do with a person's relationship with money. Some have not learned what it means to be a steward of their finances. Obtaining skills to become financially responsible and independent will help you feel prepared to handle potential stressful financial situations in the future.

Money plays a critical role in our lives and not having enough impacts health. Financial uncertainty is repeatedly found to be a common source of stress, anxiety, and fear. Throughout life, we are often subject to significant financial distress. Adding some time each day to seek ways to improve financial wellness will help you feel less stress. Developing financially smart habits is a valuable investment to achieve your future goals.



Financial Wellness Self-Assessment

Use the following questions to consider how you're currently participating in this dimension of wellness. Consider the items on the following dimension wheel as you create personal goals.



Budgeting:

Do I set up a monthly budget for me and my family? Do I have a financial plan in place for next year?

Living within Your Means:

Do I practice healthy spending? Do I make more than I spend?

Saving for Retirement:

Do I put money away each month into a retirement account? Do I have a 401k or IRA set up? Do I have a college plan for myself or my children?

Material Needs are Met:

Am I able to keep food on the table? Do my utility bills get paid on time every month? Is my home safe, warm, and secure?

Happy with Your Income:

Am I making the money that I need? Are my needs, wants, and saving goals being met with my current income?

Out of Debt:

Am I out of debt? Am I making payments or payment arrangements with all my creditors?

Emergency Fund is Sufficient:

Do I have a 3-6 month cash emergency fund in place? Is it put away safely in a savings or money market account?

Will in Place:

Is my will up to date and accurate? Does my family know where to find all my critical information?



Goal:

Action Step:

Time Frame:

Resources Required:

My Money Story:

1. People with money are...

2. I would have money if...

3. Money makes people...

4. My dad thinks money is...

5. My mom thinks money is...

6. If I had more money, I'm afraid I would...

7. Money is...

8. Money causes...

9. If I could afford it, I would...

10. People think money...

11. Having money is not...

12. In my family, money always caused...

13. If I were not so cheap, I would...

14. I think money...

15. When I have money, I usually...

16. To have more money, I need to...

17. Money equals...

18. Being broke tells me to start...

Our Monthly Budget

BUDGETED ITEM	Cash	BUDGET	ACTUAL	DIFF	BUDGETED ITEM	Cash	BUDGET	ACTUAL	DIFF
INCOME					BUDGET TOTALS				
Income 1					TOTAL INCOME				
Income 2					TOTAL EXPENSES				
Extra Income					MONTHLY TOTAL				
TOTAL					FOOD				
SAVINGS					Groceries				
Yearly Payments Fund					Dining out				
Emergency Fund					ENTERTAINMENT				
Long-Term Savings					Movies				
Retirement					Theatre				
GIVING					Vacation				
Faith Based					Books/Subscriptions				
Other					Hobbies				
HOME					HOUSEHOLD/PERSONAL				
Mortgage/Rent					Clothing				
2nd Mortgage					Beauty/Barbershop				
Property Taxes					Health Club				
Home Insurance					Dry Cleaning				
Maintenance/Repairs					Household Items				
UTILITIES					Furniture				
Electricity					Allowances				
Gas					Pets				
Water/Sewer					PROFESSIONAL SRVCS				
Garbage					Legal				
Telephone/Internet					Accounting				
Cable/Satellite					Childcare				
Cell Phone					DEBT				
TRANSPORTATION									
Gas									
Insurance									
Auto Maintenance									
License/Fees									
Bus/Train/Parking/Tolls									
HEALTH/MEDICAL									
Medical Insurance									
Prescriptions/Co-Pay									
Disability Insurance									
HSA/FSA									
Life Insurance									

Created by The Uncluttered Lifestyle

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Intellectual Wellness

Intellectual wellness is oriented around your thoughts, perceptions, and ability to express creativity. Intellectual wellness encourages you to engage in creative and mentally stimulating activities in order to expand your intuition, knowledge, and skills. This dimension of wellness encourages learning, such as exploring new ideas and understandings in order to become more well-rounded.

An optimal level of intellectual wellness inspires exploration and stimulates curiosity. This is important because curiosity motivates you to try new things and develop an understanding of how you view the relationships between yourself, others, and the world around you.

Healthy intellectual wellness supports an open-minded growth mindset. Being open-minded to new ideas, cultures, knowledge, skills, and environments are all benefits of intellectual wellness. When you have an open mind, the world is truly yours. This allows you to explore issues relating to problem solving, critical thinking, learning, and creativity.



Intellectual Wellness Self-Assessment

Use the following questions to consider how you're currently participating in this dimension of wellness. Consider the items on the following dimension wheel as you create personal goals.



Willingness and Ability to Learn:

Do I approach things with a beginner's mind? Does learning new skills and new knowledge excite me?

Curiosity:

Do I look around the world with the eyes of a child—full of wonder and awe? Am I inspired to learn every day? Do I enjoy exploring new things?

Acceptance:

Can I adapt to new situations? Can I accept change in my life? Am I able to accept help? Can I graciously receive a compliment? Am I accepting of others?

Kindness:

Do I perform an act of kindness every day? Do I think before I act or say things that are hurtful to others?

Letting Go:

Have I been able to let go of my past? Have I been able to forgive myself and others for things? Can I let go of anger in a healthy way?

Commitment:

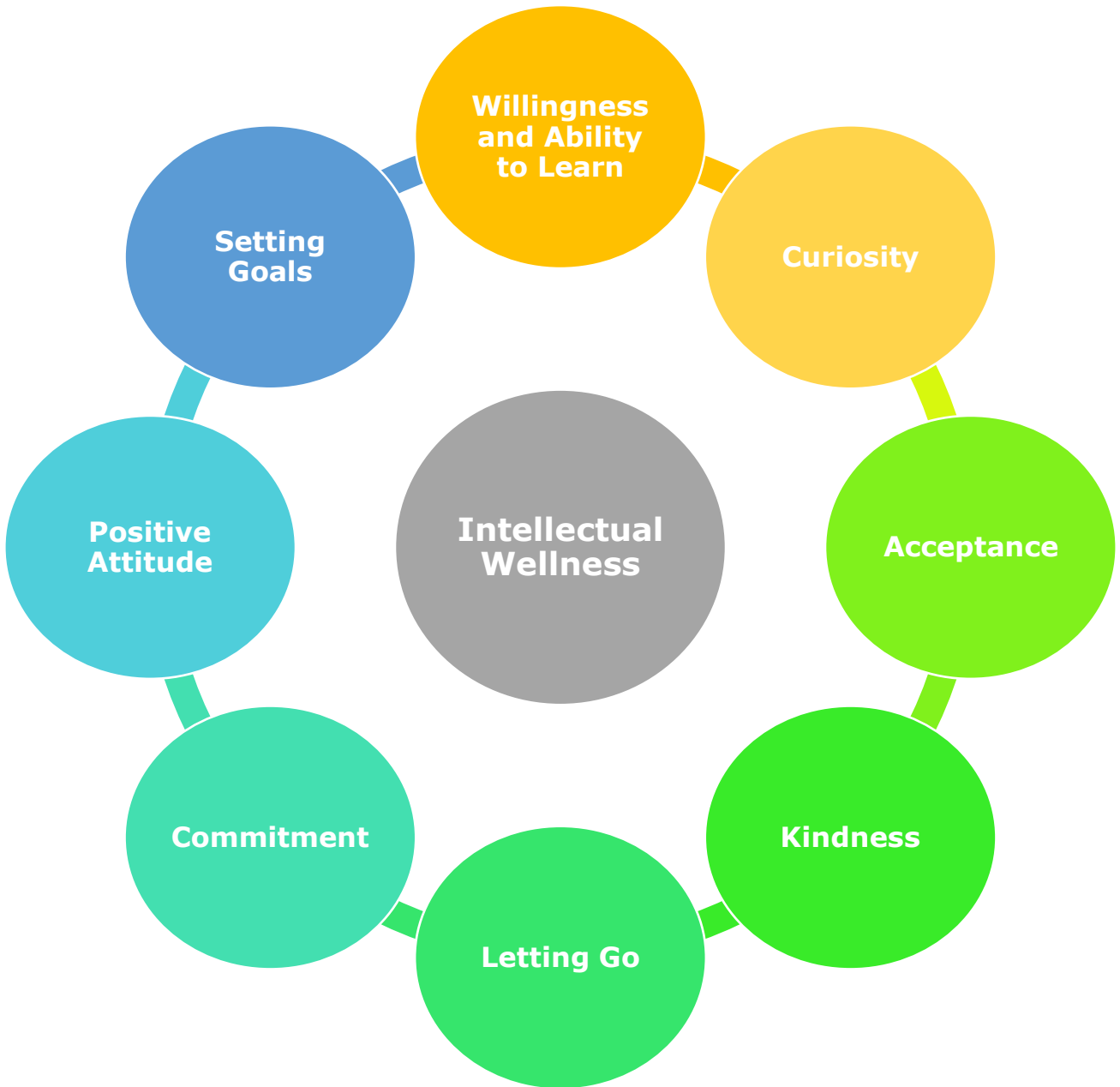
Am I able to finish what I started? Am I loyal? Do I keep my promises? Am I willing to work hard for the things that I want?

Positive Attitude:

Do I have a positive attitude? Am I able to keep my chin up when the odds are stacked against me? Do I laugh often even when under stress? Is my glass half full?

Setting Goals:

Do I have a five-year plan? Do I know what I am going to achieve this week? Can I share my goals with someone else? Do I use a planner or organizer to track my goals?



Goal:

Action Step:

Time Frame:

Resources Required:

Working with Your Thoughts

Many people battle unhelpful thinking constantly. Unfortunately, when we do not know how to approach our unhelpful thinking, we obsess over reasons we cannot do something or aren't good enough, working ourselves into anxiety. This exercise introduces an approach to managing unhelpful thoughts and the self-talk that results from those thoughts. You will learn how to identify unhelpful thinking and how to consider healthier ways of engaging with your thoughts.

Please keep in mind this exercise is not about going to war with your unhelpful thinking. This exercise is about acknowledging and recognizing it and considering all the possibilities, thus freeing yourself to take healthy action in the future.

The Trap of Unhelpful Thinking:

All of us have a near constant stream of thoughts running through our minds. Much of the time these thoughts are neutral, and sometimes they are even pleasant. The thoughts we are dealing with are what are commonly referred to as automatic unhelpful thoughts or cognitive distortions. These are thoughts that do not serve you well. They are either blatantly untrue or, at the very least, not helpful.

Unhelpful thoughts themselves are not the problem—it's the power we give them. You can choose to believe your unhelpful thoughts, treating them as facts, or you can choose to perceive an unhelpful thought the way you view snap judgments or other minor thoughts that zip through your mind every day. They're information, yes, but they're not absolute truth.

To help you recognize and deconstruct your unhelpful thinking patterns, we will learn about some of the disguises they come in, after which you will have an opportunity to choose a tool that works best for you in approaching your unhelpful thoughts.

Common Thinking Traps

Making Assumptions/Jumping to Conclusions:

Assumptions are powerful and tricky in that they disguise themselves as facts when they see us about to make an important decision. This leads to making possibly important choices based on little more than good guesses. Anytime we decide that we know what someone else is thinking or feeling, or will think or feel, we're making an assumption. While we can know the facts about a situation or someone's actions that you have already observed, a person's feelings and thoughts are only available to us if or when we ask.

When we make assumptions, we are usually filling the void of the unknown by imagining an undesirable outcome. In reality, a number of good things are also possible. Some key phrases that indicate assumptions could sound like:

- "I'm sure that... "
- "I can tell that... "
- "I just have a feeling that... "
- "Obviously, he/she... "

Black-and-White/All-or-Nothing/Polarized Thinking:

This type of thinking disguises itself as the illusion of keeping life neat and tidy. It causes you to see life dichotomously, as one way or the other, without acknowledging the gray areas that often lie between. Thinking in extremes is a way the brain naturally responds to stress. In primitive times, the mind needed to simplify when there was a threat to survival. However, nowadays the stress we face is far from life threatening, yet our brains remain on their caveman programming. This way of thinking prevents us from seeing options as opportunities and hinders moving forward in life. Common words often used while in this thinking trap are:

- "Always"
- "Never"
- "Disaster"
- "None"
- "Perfect"
- "Failure"

Catastrophizing:

Catastrophizing is a habitual and unconscious way of thinking that is not realistic and could be described as “the habit of negative exaggeration.” When we catastrophize, we are continuously assuming the worst-case scenario and likely turning little or nonexistent problems into big ones.

Catastrophizing can sometimes be recognized by an overreaction to a situation. For example, your child has an earache, so you rush them to the hospital. Or, you received critical feedback at work, and you become convinced you’re getting fired. Catastrophizing exhibits an inability to separate thoughts from reality.

Should Statements:

Should statements come from internalizing others’ expectations, comparing ourselves to others, and listening to thoughts trying to convince us we’ll never measure up. “Should” statements are statements that you make to yourself about what you “should” do, what you “ought” to do, or what you “must” do. They can also be applied to others, imposing a set of high or unrealistic expectations that are difficult, if not impossible, to attain. When we cling to our should statements about others, we are often disappointed by their failure to meet our expectations, leading to anger and resentment.

More Thinking Traps are:

- **Overgeneralization:** Using overly broad language in our evaluations of events or people. (Using words like “always,” “never,” “everybody,” and “nobody.”)
- **Labeling:** Reducing yourself or others to a single, usually negative, characteristic.
- **Minimizing:** Lessening the importance or significance of an event or feeling.
- **Mind reading:** Assuming you know what other people think or feel without asking.
- **Emotional reasoning:** Believing your feelings are the only truth.
- **Personalization:** Falsely believing that everything others do or say is a direct or indirect personal reaction to you.

Identify and Record Unhelpful Thoughts:

Just as tracking your spending helps you stick to a budget, writing down your unhelpful thoughts will help you take inventory of what's running through your mind and why. Consider carrying a small notebook with you and keeping a daily log so you can capture the thought when it's fresh in your mind.

Record the uncensored version of what's going on in your mind. What are you telling yourself? What do you fear will happen? If you're having trouble putting it into words, write anyway: "I'm not sure what I'm thinking, but I wonder if it has to do with ___?"

You won't have to write your thoughts forever. In the beginning, most people find it helpful.

Sometimes, as soon as you write down a thought, you're able to catch the error in your logic. Other times you might need to examine the thought more to evaluate whether it's realistic. Our thoughts love to spin narratives about what's going on in the world around us and in our lives. But often, these stories are wildly unrealistic. Now that you know some common types of unhelpful thinking, see if you can recognize them in your own thoughts.

Unhelpful Thought	Cognitive Distortion

Challenge Your Unhelpful Thinking:

Choose any one of your unhelpful thoughts that affects you today. It may be helpful for you to select a thought that you may struggle to change. Now considering the unhelpful statement you have chosen, answer the following questions. They can help you to challenge your unhelpful thought.

Is this a self-loving statement?

Is this thought helpful?

Am I blaming myself unnecessarily?

Am I holding myself to unrealistic standards?

Is this in my control?

Are there exceptions to this unhelpful statement?

Am I making assumptions?

Can I test my assumptions?

Do I have evidence to support this thought?

Am I taking something personally when it may not be a personal matter?

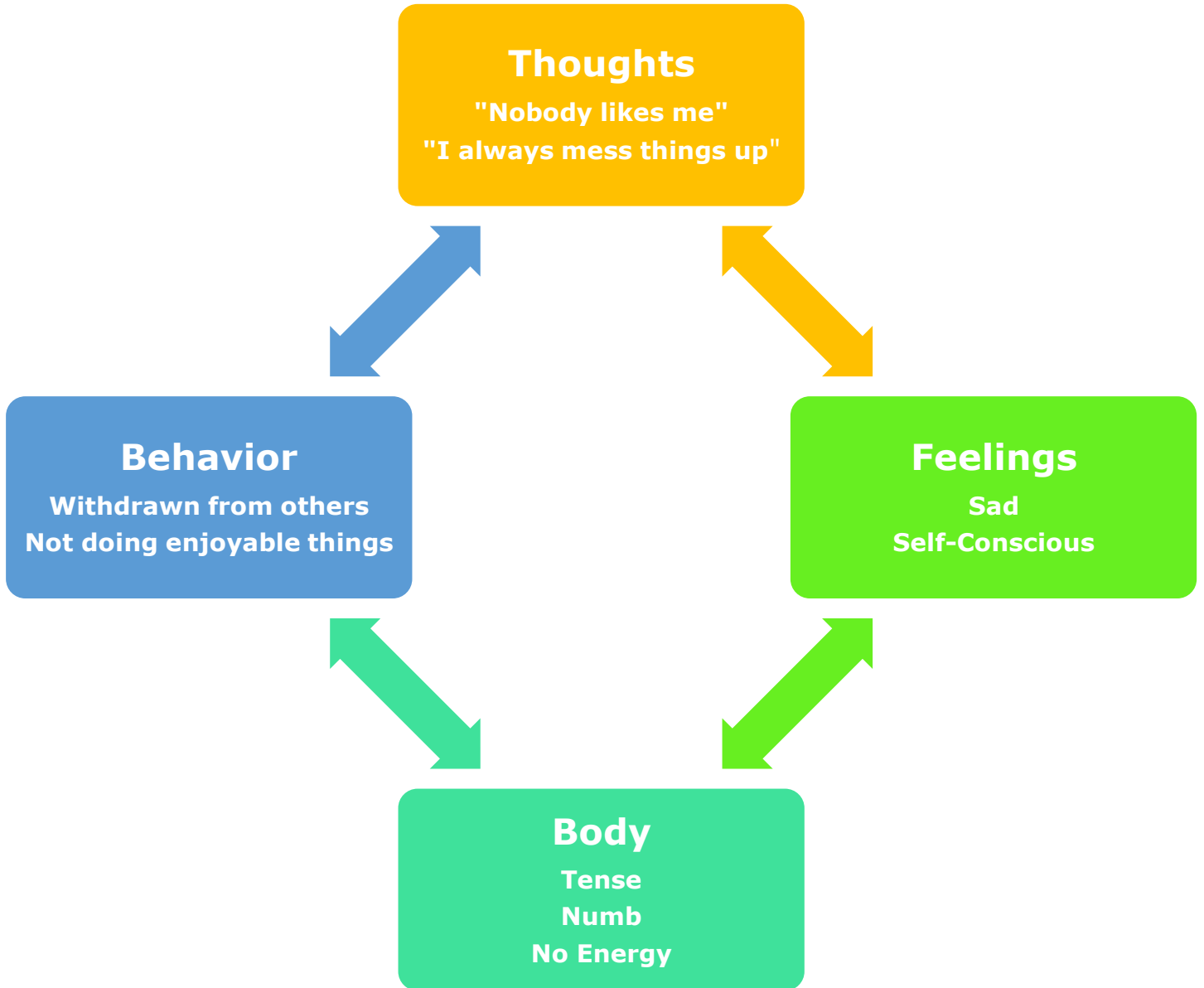
Could there be other perspectives?

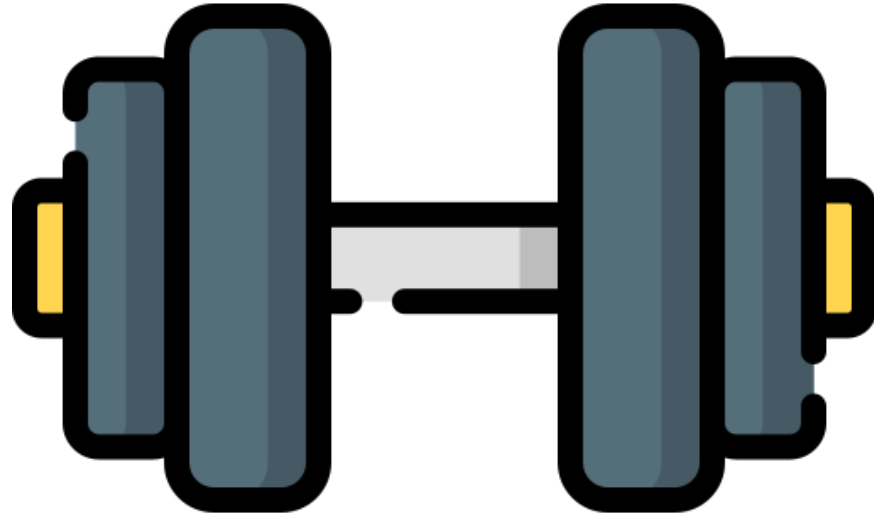
Are there other ways to think about this?

Is there someone I can seek feedback from on the accuracy of this thought?

Would I say this to a friend?

Unhealthy Thinking Cycle



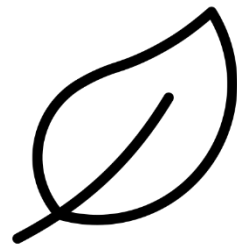


Physical Wellness

Physical wellness promotes care of our body for optimal health and functioning. Physical wellness is more than any one measurement of health and embraces a more holistic approach. Physical wellness encourages us to care for our bodies through physical activity, proper nutrition, and a strong mind.

In our physical wellness, we want to consider the whole system of our body. This includes not only our skin care and muscle mass, but our organs, the tissues surrounding them, and the cells within. If we have a compromised understanding of physical wellness, we can dramatically affect proper care for our bodies when we're trying to be healthy.

It is important to recognize the role that physical wellness plays in contributing to our overall quality of life as well as impacting how much energy we have to accomplish our goals in other areas of wellness. Having optimal levels of physical activity and maintaining proper nutrition is a key element to improving your overall emotional wellness. Not only will you sharpen your thinking and learning ability, you will also enhance your sense of self-esteem and self-control.



Physical Wellness Self-Assessment

Use the following questions to consider how you're currently participating in this dimension of wellness. Consider the items on the following dimension wheel as you create personal goals.



Stress:

Do I have ways to reduce stress in my life? Am I able to make decisions with a minimum of stress and worry?

Sleep:

Do I get consistent and adequate sleep?

Weight:

Am I happy with my current weight? Do I feel good about how my body looks and feels?

Diet:

Do I eat a variety of healthy foods? Do I drink enough water? Do I avoid processed and junk foods? Do I eat plenty of vegetables?

Healthcare:

Do I know important health numbers like my cholesterol, weight, blood pressure, and blood sugar levels? Do I get annual physical exams? Am I pretty healthy overall?

Strength:

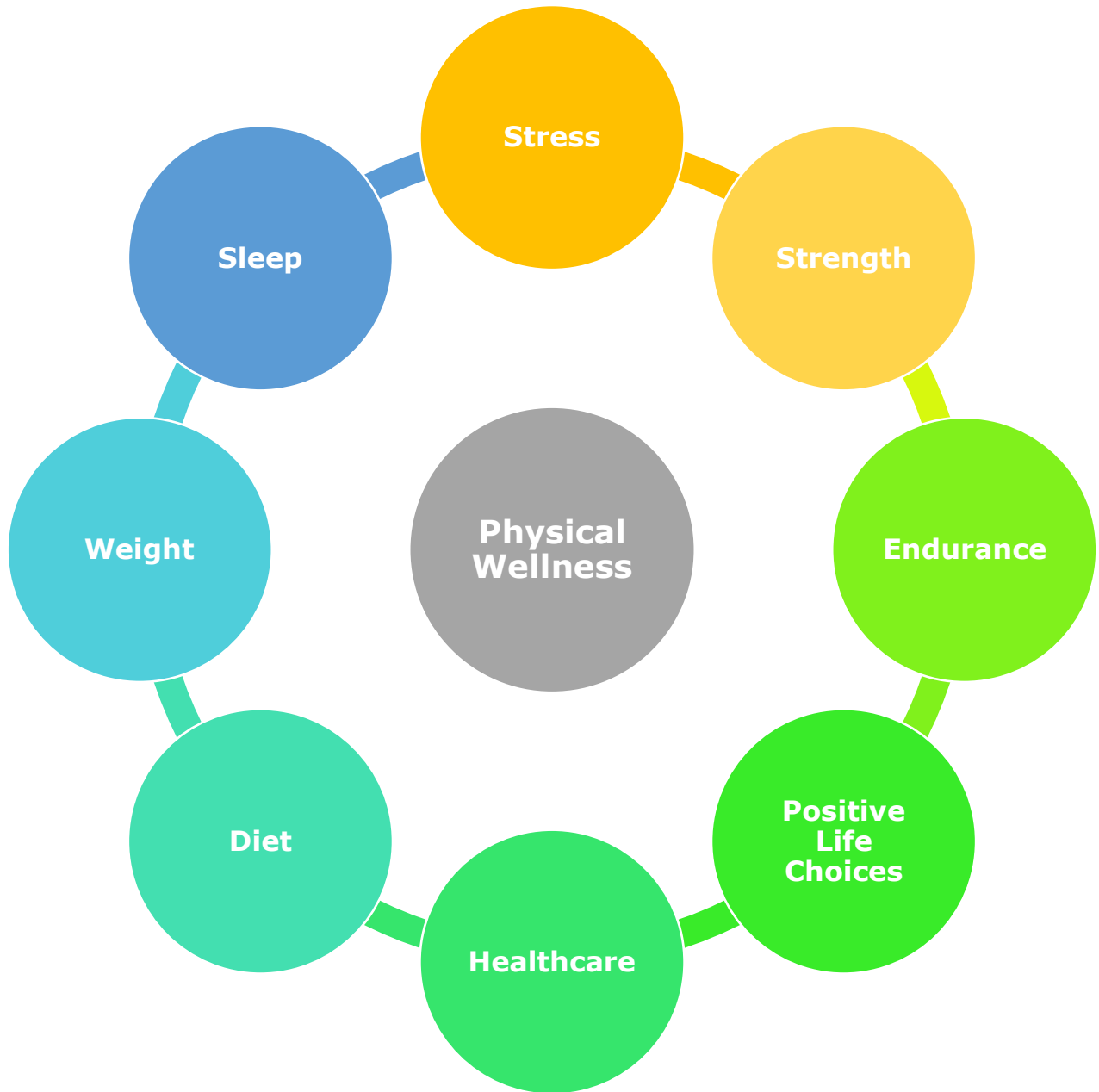
Is my body strong and resilient? Can my body easily handle the physical demands that I place on it? Can I lift 50 pounds without a problem?

Endurance:

Can I run one mile? Do I get my heart rate up for thirty minutes a day at least three times a week? Do I get out and walk regularly?

Positive Life Choices (i.e. Drug and Alcohol Free):

Do I avoid abusing drugs and alcohol? Am I a non-smoker and avoid secondhand smoke? Do I practice safe sex?



Goal:

Action Step:

Time Frame:

Resources Required:

Wellness Check-up Checklist

Everyone:

- Annual Physical Wellness Exam
- Dental Exam
- Flu Vaccine
- Eye Exam
- Pneumonia Vaccine
- Shingles Vaccine
- Bone Density Test
- Colonoscopy
- Skin Cancer Screening

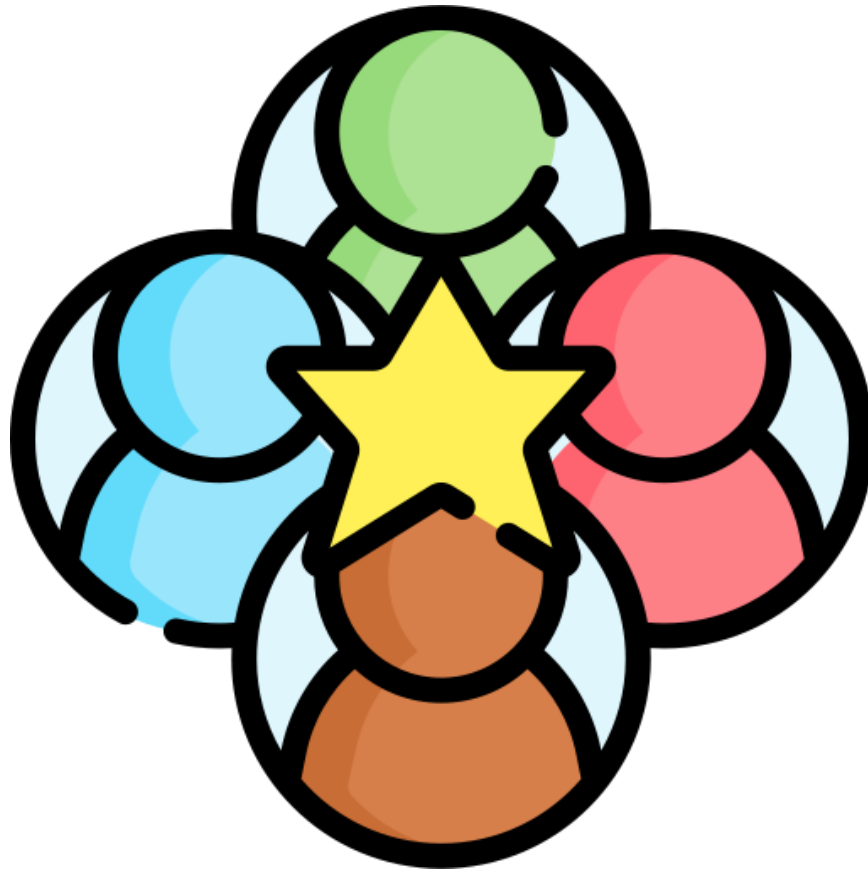
Women:

- PAP Test
- Mammogram
- Well Woman Exam

Men:

- Prostate Exam
- PSA Test

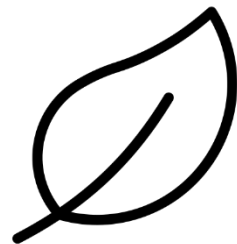




Social Wellness

Social wellness refers to the relationships we have and how we interact with others. Our relationships can offer support during difficult times. This involves building healthy, nurturing, and supportive relationships as well as fostering a genuine connection with those around you. As people, we are born hardwired for connection with others, and these relationships play an intricate part in our overall mental wellness and well-being.

Conscious actions are important in learning how to balance your social life with your personal and professional lives. Having a supportive social network allows you to develop assertive skills and become comfortable with who you are in social situations. Surrounding yourself with a positive social network increases your self-esteem. This enables you to create boundaries that encourage communication, trust, and conflict management. Having good social wellness is critical to building emotional resilience.



Social Wellness (Relationships) Self-Assessment

Use the following questions to consider how you're currently participating in this dimension of wellness. Consider the items on the following dimension wheel as you create personal goals.



Quality Time with Family and Friends:

Do I plan time to be with my family and friends?

Balance of Social and Personal Time:

Do I find a happy balance between my social and personal time?

Engaged with Community Members:

Do I reach out to other community members? Do I find ways to support and interact with my community?

Have Fun in Social Settings:

Do I enjoy the time I spend with others?

Ability to Be Yourself:

Do I present my true self to others? Am I in touch with who I am at my core? Can I be myself without fear of judgement?

Healthy Close Relationships:

Are my relationships with others positive and rewarding? Do I feel safe and supported?

Communication Skills:

Am I a good listener? Can I clearly speak what is on my mind? Am I aware of the nonverbal communication skills I am sending out?

Support System:

Do I have people that I can go to when I need to talk? Do I have phone numbers in place when I am feeling down?



Goal:

Action Step:

Time Frame:

Resources Required:

Attachment Style Assessment

Attachment styles are adaptive ways children respond and adapt to the environment into which they were born. Children develop their attachment styles by the age of three years old. Therefore, their pattern developed in the first three years of life is then fixed until professional intervention is used to change the person's way of relating. Your attachment style is essentially a blueprint of your basic assumptions about safety and trust in relationships. Although it may sound simple, your attachment style can have far reaching consequences. Safety and trust within relationships often determine whether you can successfully collaborate, give and receive support, and handle conflict. Assessing attachment styles gives us a simple schematic for understanding the basic building blocks that each person contributes to the foundation of any relationship.

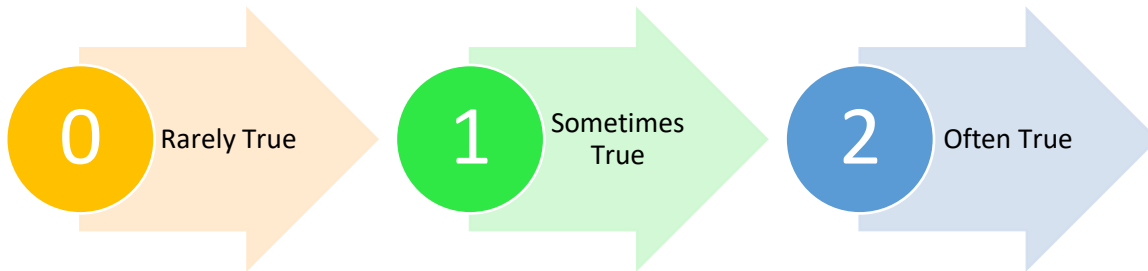
Before you take this assessment to discover your personal attachment style, we want to emphasize that this is a tool to help you explore yourself within your relationships. This is not intended to produce an official diagnosis of any kind or tell you anything definitive about yourself or other people. Real people are more complex than can be captured by any single assessment. This assessment is, however, based on studies of attachment theory, on psychological research, and years of clinical experience observing people in their most revealing relationships. This is a two-part assessment to help you understand where you fall on the attachment spectrum. Each part assesses a different aspect of attachment and are all important to get the kind of nuanced picture that will be the most useful to you. Please complete all parts of the assessment thoroughly.

Begin by thinking of one particularly important person in your life and the relationship you have with them. This person can be in a relationship with you currently or in recent memory. And unless otherwise stated, the terms "partner" and "relationship" will reference this relationship.

Part 1: Attachment Insecurity/Security

This part of the assessment explores how you feel and think about relationships. You will first address items that focus on your feelings and then items that focus on the things you think and do to make your relationship secure.

Using the scale below, rate each of the following statements:



- I can lose the sense of who I am in the relationship.
- I have a tendency to neglect myself in the relationship.
- I make compromises that I later feel resentful about.
- It counts only when my partner does something for me because they want to, not when I have to ask for it.
- When I ask for something from my partner and I get it, I can still feel unsatisfied.
- I feel misunderstood by my partner.
- When my partner falls through on a promise, I can take it very personally.
- I find it upsetting when my partner perceives something I do as unloving even though I mean well.
- I worry about whether my partner and I are fundamentally too different.
- I struggle for a long time before I will ask for help.
- When I imagine my parents, it's difficult to picture either of them looking back at me in an adoring and proud way.
- It really gets under my skin when something feels unfair in the relationship.

Total: Add up the numbers for your total **insecurity** score: _____

Understanding Your Insecurity Score

These statements explored the way you respond emotionally to difference complexity and attachment stress in relationships. The higher your insecurity score, the more likely it is that close relationships can feel overwhelming for you.

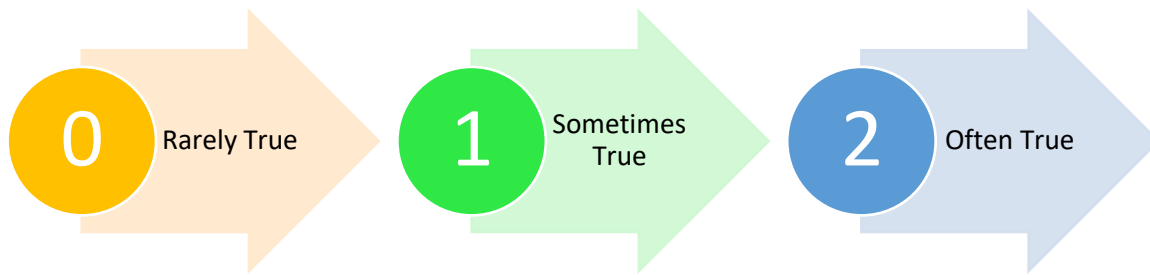
14–24: High. You struggle with intimate relationships to the point of instability. When something stressful happens, you are quick to assume that your partner is against you, and you typically react to that assumption in self-fulfilling ways.

7–13: Moderate. Close relationships can be stressful for you. The more you depend on someone, the more confusing and stressful things can get. A fear of abandonment or feeling trapped can feel real at times, even when your partner gives you reasonable assurances.

0–6: Low. You're comfortable being alone, but you do your best when you have the love and support of a relationship.

Now we will turn from issues of emotional insecurity to the ways you actively work to achieve security in your relationships. These items are more about your beliefs and behaviors than the way you feel.

Using the scale below, rate each of the following statements:



- It's easy to balance separateness and togetherness in the relationship.
- My partner can change and grow as needed, and it's not a threat.
- It's easy for me to make commitments to my partner and honor those commitments.
- I need my partner as much as they need me.
- If something is not working out with my partner, I can be patient and wait for the right solution to present itself.
- We can have conflicts even though neither of us is at fault.
- I tell my partner everything. If there's something I haven't mentioned, it's because I'm absolutely certain it wouldn't bother them.
- When my partner and I disagree, I commit to finding a win-win solution.
- Spending time apart from my partner is just as easy as being together.
- I can just ask my partner for what I want, and it usually works out one way or another.
- When my partner and I fight, I take the lead to help us both feel okay again.
- When past relationships have ended, it was a mutual and well-considered decision.

Total: Add up the numbers for your total **security** score: _____

Understanding Your Security Score

An important thing to understand about this score is that these things can be learned, if they aren't already natural to you. Even if you scored high on the insecurity scale, you *can* have secure, functioning relationships.

18–24: High. Your relationships are a resource for you, and that's partly because you do your best to ensure that you and your partner are taking care of each other. You usually take the high road when people aren't acting their best. No matter how stressful things get, you just try not to go there. A high security score paired with a low insecurity score indicates the secure style of attachment.

9–17: Moderate. Relationships are important to you, and you try your best to show up as your best self. You may even know exactly how to handle a difficult relationship, but when things get stressful, all that goes out the window. You know you can do better, and the relationships in your life are worth the effort.

0–8: Low. You have difficulty building relationships that are stable and secure. The good news is that with information and practice, you can improve your ability to cultivate healthy, more satisfying relationships.

Part 2: Expressing Insecurity

This part of the assessment will help you explore how often you express insecurity in anxious or avoidant patterns. Even if your scores so far have suggested a secure attachment style, we all respond to stress in a variety of ways, so this part of the assessment is for everyone. Each item presents two options; please check the option that is more often true for you. When relevant, continue to think of the same relationship you chose in part one.

It's harder for me to be patient when...

- | | | |
|--|--|--|
| <input type="checkbox"/> people aren't understanding me. | | <input type="checkbox"/> I feel stuck doing something I don't enjoy. |
|--|--|--|

When beginning a new relationship that could be significant, it's a deal breaker if the person...

- | | | |
|--|--|---|
| <input type="checkbox"/> doesn't make an effort. | | <input type="checkbox"/> comes on too strong. |
|--|--|---|

Conflict is...

- | | | |
|--|--|--|
| <input type="checkbox"/> an opportunity to get something off my chest. | | <input type="checkbox"/> usually unproductive. |
|--|--|--|

When I get upset at my partner, I...

- | | | |
|--|--|---|
| <input type="checkbox"/> have to express myself to them. | | <input type="checkbox"/> prefer to figure it out on my own. |
|--|--|---|

In the relationship, I'm at my worst when I feel...

- | | | |
|---|--|--|
| <input type="checkbox"/> abandoned or rejected. | | <input type="checkbox"/> pressured or intruded upon. |
|---|--|--|

In the relationship, I want to feel...

- | | | |
|--|--|-----------------------------------|
| <input type="checkbox"/> as connected to my partner as possible. | | <input type="checkbox"/> at ease. |
|--|--|-----------------------------------|

When I'm overwhelmed, I feel better when I...

vent to someone.

find distraction in something else (exercise, substances, work, etc).

There are certain things I don't tell my partner, because...

they could get upset and reject me.

it's my business—they don't need to know.

My partner is more likely to complain that I...

criticize and find fault with them.

I am not as engaged as they want me to be.

When we spend time apart, I...

feel sad or lonely.

feel relieved to have time to myself.

When I feel hurt by my partner, I recover...

when I get what I need from them.

pretty quickly on my own.

It would upset me more if my partner told their friends...

nothing about me.

something embarrassing about me.

To Score, count the number of check marks in the left-hand column.

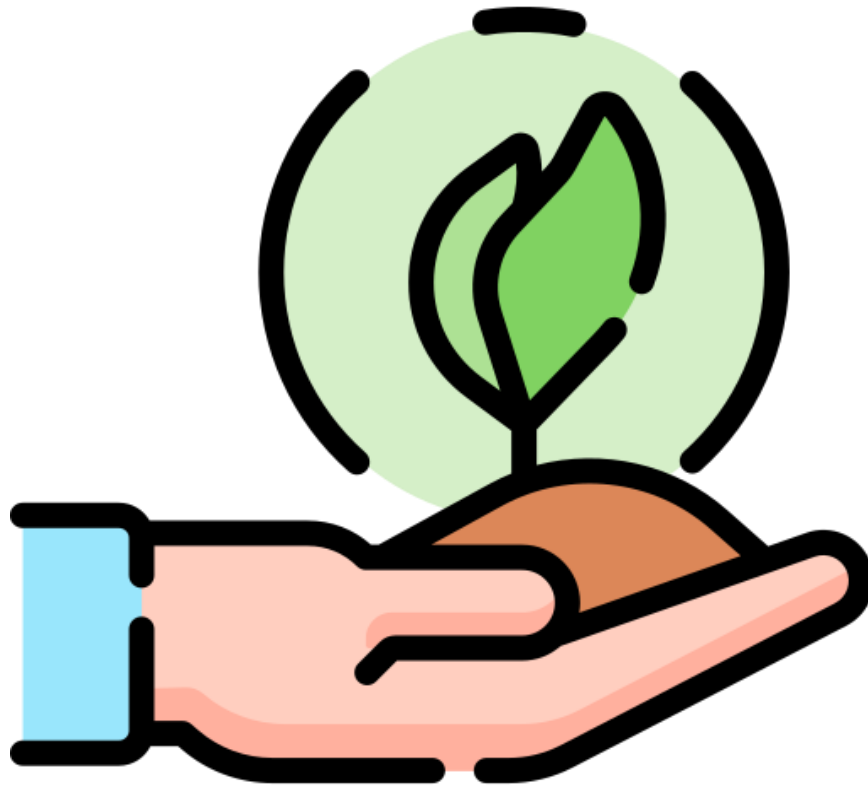
To Score, count the number of check marks in the right-hand column

_____ = **anxious** style score

_____ = **avoidant** style score

If one of your scores is 9 or higher, this is likely to be your dominant style of expressing relationship insecurity. If both your scores were lower than 9, then neither may be dominant; you express some combination of both styles. To learn more, it may be helpful to research information dedicated to attachment styles.

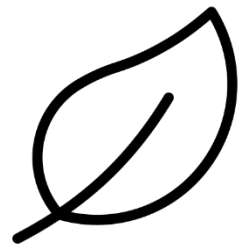




Environmental Wellness

Environmental wellness inspires us to live a lifestyle that is respectful of our surroundings. This dimension encourages us to live in harmony with the Earth by taking action to protect it. Environmental well-being promotes interaction with nature and your personal environment. Everyone can have a strong environmental consciousness simply by raising their awareness.

This area of wellness also represents what is around you in your daily living space. A place where someone spends most of their time should be comfortable and relaxing for that individual.



Environmental Wellness Self-Assessment

Use the following questions to consider how you're currently participating in this dimension of wellness. Consider the items on the following dimension wheel as you create personal goals.



Home Environment:

Am I safe? Do I have the space I need? Do I enjoy being home? Do I take care of my home? Do I recycle?

Work/School Environment:

Am I able to focus where I work? Do I have the tools I need to learn and work?

City Where You Live:

Do I like the city where I live? Does my community help me to feel stronger?

Fun and Leisure:

Do I take time to do things just for fun? Do I play? Do I take time to relax?

Friends:

Do I make it a priority to spend time with my friends? Do my friends appreciate me? Do I have at least a few close friends?

Indoor Activities:

Do I participate in indoor activities such as cooking, basketball, working out at the gym, or other indoor activities?

Clean and Organized Environment:

Do I take time to appreciate the environment around me? Are my home and work environments clean and cared for? Do I take pride in my surroundings?

Outdoor Activities:

Do I get enough fresh air, fresh water, and sunshine? Do I get outside everyday by walking, sitting on a bench, or other outdoor activities?

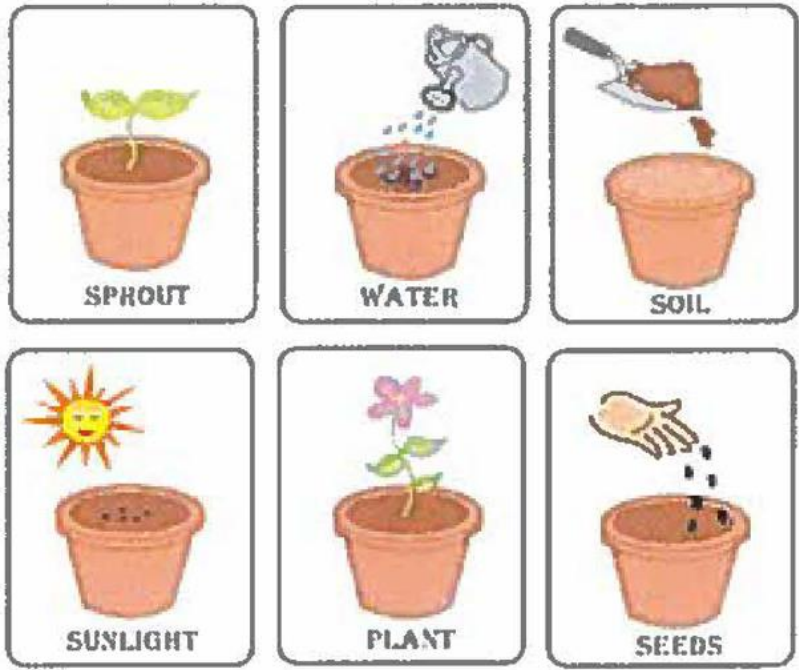


Goal:

Action Step:

Time Frame:

Resources Required:



Recovery Plant Cycle

Using the illustration above, list how you will invest in your personal life as if you were a seed being planted and cared for.

Describe the seed (yourself) and what you are longing for in your recovery:

When a seed is planted, the seed itself dies in order for the plant to grow. What needs to be removed from your environment for your recovery to be successful?

What does your soil need to look like?

What will you use to water your plant?

What do you consider as the sun or light in your life?

What does the final plant (after recovery) look and feel like?

New Soil, New Roots

"Moments of perception can build into a lifetime of spiritual serenity. Roots of reality, supplanting the neurotic underbrush, will hold fast despite the high winds of the forces which would destroy us, or which we would use to destroy ourselves."

—As *Bill Sees It*, p.173

I came to recovery green—A seedling quivering with exposed taproots.

It was for survival, but it was the beginning.

I stretched, developed, twisted, and with the help of others, my spirit eventually burst up from the roots.

I was free.

I acted, withered, went inside, prayed, acted again, understood anew, as one moment of perception struck.

Up from my roots, spirit-arms lengthened into strong, green shoots: high springing servants stepping skyward.

Here on earth our higher power unconditionally continues the legacy of higher love.

May recovery life put me "on a different footing... may my roots grasp a new soil."





Revisiting Emotional and Spiritual Wellness

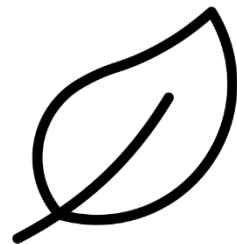
Spiritual Wellness in Self-Care

One of the cornerstones to spiritual wellness is compassion. And, while compassion towards others is part of the process, that process begins with compassion for the self. We can only extend to others what we are willing to receive for ourselves. Implementing and practicing self-care into our daily lives is a way to cultivate self-compassion and kindness. Self-care is a holistic process that we need in order to foster presence, wellness, and compassion. Self-care is not a singular skill. Instead, it includes a wide variety of tasks tailored to meet your diverse needs. Self-care is subjective and will vary from person to person. Common dimensions of self-care are physical, creative, spiritual, personal, sensory, and emotional.

Self-care is a continuous process of proactively considering and tending to your needs and maintaining your wellness. As a preventative measure, self-care helps you to consider and implement strategies prior to facing challenges. As a coping skill, self-care helps you to recognize when a new need calls for your attention. As an ongoing process, self-care helps you to develop resilience and self-compassion in your overall recovery journey.

Oftentimes, self-care is easier said than done. Nevertheless, it is important to give yourself the ability to reflect on and tend to your wellness. Neglecting your personal needs can cause you to suffer from deterioration in wellness. Examples include increased anxiety, anger, or fatigue, as well as a decrease in sleep, relationship satisfaction, self-esteem, empathy, or compassion.

To expand your self-care strategies, it may be helpful to practice preparing a self-care kit full of ways to accommodate your unique self-care needs. Moreover, while it can be easy to forget to take care of yourself, particularly before your loved ones, it is helpful to demonstrate the importance of taking care of yourself to set an example and deter others from self-neglect as well.



When you reflect on your feelings, you may notice that you can experience a combination of emotions at once. This is perfectly typical. Take a moment to reflect on how you feel with the following combination of emotions. This will help you begin to foster your self-awareness.

Relaxed + Creative =

Happy + Sad =

Excited + Confident =

Lonely + Insecure =

Playful + Cheerful =

Inadequate + Foolish =

Important + Thankful =

Toolbox Ideas

Create a mission statement	Take yourself on a date
Create a vision for the world	Look at old photos
Buy new sheets	Get a massage
Turn on social media	Watch a funny or sad movie
Become aware of your environment	Try a DIY project
Enjoy silence	Stretch
Dance to your favorite song	Watch the sunset
Organize your medicine cabinet	Declutter a room or drawer
Play with your pet	Create an affirmation
Develop a bedtime routine	Listen to a podcast
Buy yourself flowers	Go bowling
Eat a healthy snack	Make a positive playlist
Learn a word in a foreign language	Rest
Eat dessert first	Take a relaxing bath or shower
Take a walk with a friend	Give someone a compliment
Clean your kitchen	Forgive someone
Make your bed	Reach out to an old friend
Challenge yourself to have an open mind	Write a letter
Color	Take a ten-minute break
Paint with friends or family	Use a fidget toy
Believe your dreams are possible	Rearrange your furniture
Take a friend out for coffee	Become mindful of your breathing
Encourage someone	Try a new grocery store
Bake something new	Journal your thoughts

HOPE in Recovery

Healing

What events have taken place that changed your view on life?

What in your life has been healed leading to a desire for change?

How is recovery taking place in your life because of this healing?

Opportunity

Through the healing that has taken place:

What new opportunities have you received?

What opportunities do you hope to gain in the future?

Purpose

In what ways have you been able to share your recovery with others?

If you could share your recovery with any group of people, what would that look like?

Excitement

What now excites you about your life that previously did not?

What do you now look forward to about your life?



A CHANCE *to Change*

My name is _____, and this is my story.



Progress Tracker

Below are tracking worksheets for you to organize your sessions throughout our 12-week program. Feel free to organize by session type or by date and time.

Session	Week	Date	Time	

Session	Week	Date	Time	

References

Leaf icons made by yut1655 from www.flaticon.com.

Section icons made by Freepik from www.flaticon.com.

Wilson, B. (2011). *As Bill sees it*. New York: Alcoholics Anonymous World Services, p. 173.

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